

Meeting Minutes

Frederick County Sustainability Commission

Wednesday, December 16, 2009

3:00 p.m.

3rd Floor Meeting Room, Winchester Hall, 12 E. Church Street, Frederick, MD

Present: Don Briggs, Annmarie Creamer, Sally Fulmer, Lisa Gaver, Mark Lancaster, Margie Lance, Rich Maranto, Lisa Orr, Winifred Palmer, Kim Roberts, Fred Ugast, Janice Wiles; Hilari Varnadore, Evan Mellott staff

Others: Naomi Bower, Heather Montgomery, Jack Cash and Kelli Goetz.

1. Call to Order and Welcome

Chairman Don Briggs called the meeting to order at 3:03 P.M.

2. Administrative Items

Meeting Minutes: Rich Maranto made a motion to accept the October minutes as presented, Kim Roberts seconded. All voted in favor of accepting the meeting minutes as presented. Lisa Orr made a motion to approve the November retreat report as presented, Annmarie Creamer seconded the motion. All voted in favor accepting the meeting report as presented.

Bylaws: Don brought up questions he had related to the Open Meetings Act and the committee structure as presented in the bylaws. He was concerned that every meeting of the commission, even the informal meetings of members in preparation for the work plan were subject to the OMA. He wanted to be sure that the structure set by the bylaws would ensure compliance by the commission. Fred Ugast suggested that they adopt the bylaws and discuss with the County Attorney any issues related to OMA; an amendment could be made at a future date if necessary. Fred moved to accept the bylaws as presented today.

Janice Wiles asked if the commission has the authority to submit letters to outside organizations on issues of importance to the commission through its bylaws. She referenced the Chesapeake Bay Strategy and an interest in submitting comments on behalf of the commission. Hilari stated that boards and commissions have the authority to submit letters on issues related to their charge. An example was the River Board's decision to speak in opposition to the waste to energy facility. She stated that the commission would need a majority opinion to submit something on behalf of the commission. Others agreed that a majority vote was needed and that one voice and one viewpoint should go out to the public. Janice noted that the Chesapeake Bay letter was due January 8th and also wondered how the commission would review and comment on it. To move the bylaws discussion on, Fred Ugast made the motion to approve the bylaws as presented, Rich Maranto seconded the motion. All voted in favor of approving the bylaws.

Executive leadership meetings: Annmarie stated that she is pregnant and would not continue meeting with the executive committee to set the agendas. Everyone wished her congratulations and Janice and Mark volunteered to assist Fred and Don. Margie Lance asked staff to change

“Commissioners” to “Commission Members” on letterhead and references to the Commission. Staff concurred. Don stated that the executive leadership thought that a log should be kept of what Commission members are doing – what conferences they are attending, what major meetings they are involved in. He asked that they submit the information monthly for staff to track. Don also gave Kelli Goetz a few minutes to introduce herself to the commission. Kelli is working on the county’s Greenhouse Gas Inventory and is a graduate student at Hood College. Her office is in OES’ new 2nd floor office suite in Winchester Hall. He also asked Lisa Orr to submit a letter of resignation to the commission so the commission could work on filling her vacancy.

3. **Commission Member Comments**

Mark Lancaster was enthusiastic about the momentum around green buildings, energy efficiency and building technology. He shared what is going on with FCC’s Building Trades program where they are training the tradesmen. He noted that there is major industry demand, lots of certification programs, and wondered how the commission could become the go to place for green building and energy efficiency information. Janice asked who we can outreach to; Mark said there was some optimism in the air regarding the building sector and that we need to sit down with stakeholders, starting with the Builders Association.

Janice brought up that the green infrastructure plan needs more “governance” and a house for development, planning, and enforcement. She brought up EPA’s Chesapeake Bay strategy and let the commission know that she and Winnie would draft something to get in by January 8th.

Lisa Orr brought up speaking opportunities. She said that the commission should consider a speaker series, possibly turning it into a public lecture series at FCC. She noted that Clean Currents was available and working now (wind energy – renewable energy credits). Rich commented that CC will be the January Green Drinks speaker. Margie stated that the executive committee should talk about/propose educational opportunities. Janice added that there needs to be a flyer about the Commission/OES to use as a marketing/outreach piece.

Don informed the commission that he and Hilari were scheduling meetings with a broad range of organizations in the county to introduce the commission and garner support. He had spoken with Mt. St.Mary’s and has planned a visit there to discuss the 100 acre solar farm.

4. **Municipal Updates**

Don and Hilari visited Brunswick and met with Mayor Jones and City Administrator Dave Dunn. They discussed Brunswick Crossing, the Stormwater Management Act, waste/recycling, and the charge of the commission. Dave invited the commission to a Maryland Municipal League meeting and Solid Waste Advisory Council meeting to present the work plan once adopted. Don is thinking about a meeting with Middletown officials next.

5. Public Comments

There were no public comments.

6. Retreat and Work Plan Follow-Up

The commission members discussed their progress on the work plan. The goal is to adopt a Sustainability Commission Work Plan at the March 2010 meeting and present it to the BOCC in April 2010 as part of the Office of Environmental Sustainability's staff presentation.

Hilari reviewed the timeline for the work plan and what the expectations were between December and April 2010. Commission members are reviewing the goals from the retreat and proposing immediate action items and actions that would address "low hanging fruit".

- **Immediate Action:** These items are critical challenges we face that need attention sooner rather than later; they may be connected to a major environmental problem such as climate change, water quality, etc.
- **Low Hanging Fruit:** These are quick wins; we can implement these items fairly easily and communicate successes to the public.

Several teams provided a progress report. Fred Ugast and Rich Maranto have been working on the renewable energy and energy conservation program area. They have identified Property Assessed Clean Energy loan programs and Project Sunburst, a state initiative to install solar panels on government rooftops as two things the FCSC could initiate and implement in the short-term. They provided some background on both projects.

PACE clean energy loan programs (Maryland Clean Energy Center is the partner):

- Implemented in City of Annapolis, Montgomery Co. has on books not in place
- Apply for a loan through private bond, payback on property taxes
- Enabling legislation passed in 2009
- Frederick County would be first County jurisdiction in MD
- Berkley, CA was the first national model – Berkeley FIRST
- Set up meetings with County Attorney and Finance

Project Sunburst (Maryland Energy Administration is the partner):

- \$5-6 million for solar on State/Co./Municipal buildings
- Power Purchase Agreement (PPA), entity buys power from the private developer
- All federal incentives can't be used if nonprofit/gov't; \$finance makes sense for private entity
- Mike Hartley - state contact at MEA
- Assess buildings at Co., inventory of buildings

Rich added that he thought the commission needed to discuss its education and marketing strategy for 2010. He had several suggestions for events, outreach materials, and partnerships including Green Drinks and the Solar Tour. Janice noted that Our Common Wealth is organizing a lecture series in 2010. Rich said to check out Bullfrog Films online

for interesting films and videos. He also suggested that the commission needs a website with a calendar showing commission meetings, community meetings, conferences, etc.

Kim and Lisa Orr handed out a draft of their work in the neighborhood design program area. They reviewed it with members and said that they would continue to refine. Janice agreed to work with Kim on the Neighborhood Design work when Lisa Orr becomes a staff member at the OES. Annmarie and Steve stated that they have six items they're working on and will provide more information after meeting with the community.

Members will meet with various stakeholder groups to obtain broader interest and support in their goals and strategies over the next month and a half. The commission members will present their refined goals, strategies and actions at the regular February meeting.

7. **Adjourn**

Margie Lance made a motion to adjourn at 5:00pm. Lisa Orr seconded the motion. All voted in favor.